

Applicant Information

Application Instructions [Application Instructions](#)

Agency Name *Fort Bend County*

Person to be contacted regarding **this** application

First Name * *Pamela*
 Last Name * *LeBrane*
 Email Address * *pamela.lebrane@fortbendcountytx.gov*
 Phone Number * *(281) 633-7433*

By checking this box, you are indicating that the service profile for this organization is accurate. *

Project Summary

- Project Service Area, enter the percentage of each *

Rural: 100 %	
Urban: %	
State Planning Region *	16

What is the project name? * *SEP FY25 FBC*
- Provide a summary of the proposed project for which the funds will be used. *
This grant replaces SEP-2024-FT BEND-00006.

Currently, Fort Bend County (FBC) accommodates an average of 520 Demand Response trips per day. However, due to limited funding, assets and the sheer size of the County, there is a significant denial trip rate particularly in our rural areas.

The FBC Service Expansion Grant Project will expand the current Demand Response service available to the Needville, Texas area by creating a designated zone of service to connect rural residents to vital destination areas in Richmond and Rosenberg, Texas. The Richmond-Rosenberg area is a highly requested destination for FBC riders, offering amenities such as shopping centers, medical appointments, adult day care services, and more. The newzone encapsulating the three population centers will allow a far more efficient combination of trips and therefore reduce the current high rate of denials in that area. The addition of a dedicated service polygon to our scheduling process will allow us to schedule trips more efficiently and track delivered and/or denied trips originating from the rural area.

This initiative will help bridge the gap between rural communities and key destinations and enhance the County's capacity to address the growing demand for services effectively in such a large service territory.

The approved project profile has been uploaded as an attachment in the General Project Evaluation Tab.

The approved project profile contains the project summary, project description, performance metrics, and performance targets required for this agreement.

- The Texas Transportation Commission has established the [Strategic Plan](#). Demonstrate to what extent the project responds to one or more of the Strategic Plan goals. *
This project responds to Strategic Goal #2: Focus on the Customer. With this increase in funding, FBC will be able to provide more trips to an area that has historically experienced trip denials.
- Identify project partners and describe what each partner will do for the project.

Partner Name	Description of Activity
<i>Transdev</i>	<i>Purchase of Service</i>

Certification of Non-Profit Status
 If applying as a non-profit organization, attach documentation to certify nonprofit status.
 Accepted documentation:

1. Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;
2. A statement from a State taxing body or State Attorney General certifying that:
 - The organization is a non-profit organization operating within the State; and
 - No part of its net earnings may lawfully benefit any private shareholder or individual;
3. A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the non-profit status of the applicant; or
4. Any item described above if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a non-profit affiliate.

Certification of Non-Profit Status

General Project Evaluation

Demonstrated Need and Project Description

1. Describe the specific need for the project: what service gaps, performance gaps, or unmet needs will be filled by the proposed project? For each gap or unmet need, provide convincing data to demonstrate why the project is needed. *
FBC’s project will increase transit services in Needville, a rural community. This initiative was developed after conducting a comprehensive review of daily demand response trips and the number of trips denied. Key variables such as client ID, requested trip dates, pick-up and drop-off times, trip origins, and destinations were analyzed to find a viable transit solution that could increase transit for our most rural areas.

Performance data from a 13-week period, July 2023 to September 2023, showed a total of 31,675 trips performed with an additional 7,216 requested trips denied due to resource limitations and service constraints. Notably, 19.2% of the denied trips originated from the rural communities.

Due to some trips having long distances to travel, they have to leave the general area and cannot provide enough service for the more local trips. By implementing a smaller area zone, one bus can do more trips in a shorter time and more people will have the ability to ride. The longer trips will still be available through the general Countywide Demand Response program.
2. Provide a detailed project description and describe how the project addresses the demonstrated need. *
The transit operations team will create a dedicated service polygon to efficiently service the area.

To ensure the success of this initiative, FBC identified the highly requested trip times and associated denial rates reported in rural communities. This information guides the development of schedules and assignment of vehicles to support the implementation of the service expansion project. The dedicated service polygon will help ensure riders in the area have access to public transportation.
3. Provide clear and concise project goals and describe the associated objectives of each goal.

Project Goals

Increase ridership in rural communities

Associated Objectives

Rural ridership will increase due to dedicated service for the area resulting in a decrease in denials.

Describe specific project tasks and deliverables to achieve the objectives identified above. *

4.

Objectives

N/A

Tasks

N/A

Deliverables

N/A

5. Describe how this project meets the scope and objectives of the grant program and how it correlates to priorities outlined in this call for projects *
The FBC service expansion project aligns with the scope and objectives of the grant program by addressing the unmet transportation needs in rural communities. FBC has significant areas that currently lack transportation services or have limited access, and this project aims to bridge that gap.

The primary goal of this service expansion project is to provide a dedicated transit solution for rural residents, ensuring they have access to essential destinations. By doing so, it aims to increase ridership in rural communities and cater to the specific needs of these populations. This project emphasizes the importance of safe and reliable service vehicles to transport riders. It recognizes that maintaining high-quality vehicles is crucial for ensuring the overall satisfaction and trust of all riders.

Additionally, this project adopts a forward-thinking approach by continuously evaluating and improving the service. It acknowledges the need to regularly revisit the project to ensure it remains effective and efficient in meeting the evolving needs of rural residents.
6. Identify the goals, objectives and/or priorities in the area’s most recent five-year public transportation/human services transportation plan that relate to the need for the project. *

Five-year plan goal, priority, or objective

N/A

How the project relates

N/A

7. Describe how the project supports regional multi-use or multi-modal opportunities.*
N/A
8. Describe how the project integrates and coordinates between different public and /or private providers to expand options or maximize performance in rural areas of the state. *
N/A

Project Implementation

1. Identify benchmarks or milestones that will be used to determine if the project is on track to be completed on time, within scope, and on budget. *

The implementation of the rural area dedicated demand response service polygon is associated with key benchmarks that include, but are not limited to:

1. *Managing Planning Tasks: This benchmark involves effectively managing planning tasks to identify proper funding and additional resources necessary to support and sustain the project initiative.*
2. *Concept Design Task: This benchmark focuses on designing the dedicated service polygon in a way that effectively captures the underserved rural communities as intended.*
3. *Procurement and Contracting Task: This benchmark ensures that the awarded funds and estimated daily service hours for the dedicated service polygon are within budget and align with the project's goals.*
4. *Full Implementation: This benchmark signifies the complete implementation of the dedicated service polygon, ensuring that service operations are running smoothly and according to plan.*
5. *Performance Evaluation: This benchmark involves evaluating the performance of the dedicated polygon services and ensuring that the identified key performance indicators align with the project's goals.*

By monitoring and achieving these benchmarks, the County's efforts will be guided to maintain the project's scope, budget, and overall success.

2. Describe risk mitigation strategies that will be used to keep the project on schedule and within the scope and budget. *

To keep the project on schedule and within the scope and budget, the risk mitigation strategies below will be employed.

1. Monitoring: The County will closely monitor performance, review data at monthly business meetings and control expenses related to daily service hours by tracking them against the budgeted funds.

2. Effective Communication with Stakeholders: FBC will maintain effective communication with key stakeholders throughout the project. This proactive approach will enable the identification and management of any unexpected issues that may arise during implementation.

By implementing these risk mitigation strategies, the project will be able to proactively manage financial resources, address unexpected challenges, and maintain the project's schedule and budget while ensuring the success of the service expansion initiative.

3. Describe any other fund sources that will be used to plan, initiate, implement, or sustain the project/service. *

Section 5311 federal funds will be used to fund the project.

4. Describe how the project's benefit value to the community will be evaluated. *

N/A

5. How will this project impact your performance or the fulfillment of your services?

The service expansion project will enhance FBC's performance by addressing the transportation needs of underserved areas.

Roles and Responsibilities of Stakeholders

Examples of local stakeholders can include, but are not limited to, the following: *local businesses, workforce agencies, human service agencies, city officials, county officials, riders or the general public.*

1. Describe what groups/entities (stakeholders) were consulted or assisted in the development of this specific project. Describe how they participated in the project development. *

N/A

2. Identify specific stakeholders who will actively participate in proposed project activities. Describe the specific activities in which they will be involved and their roles. *

N/A

3. Describe how the agency has or will coordinate with the Regionally Coordinated Transportation Planning lead agency or agencies in the project area. *

N/A

Experience and Capacity

1. Describe qualifications the agency has for management and oversight for a project of this type, size, and scope. *

N/A

2. Identify project staff who will contribute to the project. Describe their roles, responsibilities, and qualifications. *

N/A

3. If a consultant will contribute to the project, describe the type of services they will provide. If a consultant is presently secured, describe their prior experience with similar projects. *

N/A

Note: *When consultant services are used, TxDOT must ensure all federal and state procurement processes are/have been followed. TxDOT usually oversees each phase of the procurement process.*

Project Evaluation

1. Describe how the agency, including any partners, intends to evaluate the overall success of the project. Include information on the evaluation of this project at major milestones or stages and identify specific areas to measure. *

FBC has outlined a comprehensive set of evaluation components to evaluate the success of the service expansion project initiative.

1. Performance Metrics: Fort Bend Transit will track and analyze key performance metrics such as ridership, denial reduction rate, and customer satisfaction. These metrics will provide valuable insights into the project's performance and help identify areas for improvement.

2. Lessons Learned and Continuous Improvement: The county will regularly evaluate the project's performance to identify successes, failures, areas of improvement, and future planning opportunities.

Attach originally developed letters of commitment from stakeholders who will *provide resources* for this specific project.

Attach originally developed letters of support from stakeholders that are endorsing the proposed project.

TxDOT Rural Service Expansion Project 2025 - Commissioner Letter of Support

TxDOT Rural Service Expansion Project 2024 - Commissioner Letter of Support.pdf

Upload other attachments, as appropriate.

TxDOT Rural Service Expansion Project 2025 - Application Data Approved SEP FY25 Ft Bend Project File

TxDOT Rural Service Expansion Project 2024 - Service Data.pdf Final SEP FY24-25 FTBEND-00006 Profile 7-29-2024.pdf

Facilities Specific Evaluation

Will this project involve construction, alteration, repair, or purchase of buildings, structures, or other real property? *

Yes No

\$
\$
\$
\$

\$
\$

\$

Obligation Certification

As an authorized official of the *Fort Bend County*

I certify to the following:

1. The information presented in the application is true and accurate to the best of my knowledge.
2. I have not intentionally made any misstatements or misrepresented the facts.
3. The organization has the resources and technical capacity to support the project.
4. The organization has the resources and technical capacity to provide the required match.
5. The organization uses generally accepted accounting standards for its financial recordkeeping functions.
6. The organization will participate in a continuous, comprehensive dialogue throughout the life of the project.

This includes but is not limited to:

- On-Site monitoring by TxDOT personnel
- Timely submission of required reports
- Timely written notification of events that will affect the outcome of the project

7. The organization will comply with all applicable federal, state, and local laws and regulations.

This includes but is not limited to:

- Annual Certifications and Assurances
- Master grant agreements
- Project grant agreements
- Applicable federal program circulars and similar federal and state guidance

8. Applicant Affirmation: Compensation has not been received for participation in the preparation of the specifications for this call for projects.

By checking and completing this document I certify that the above statements are true and that I have the authority to sign this document.

Name

KP George

Title

County Judge

Date

Aug 6 2024 3:53PM

Budget and Milestones

Agency Name

Fort Bend County

Program Type

Service Expansion Program (State) 2024

Does this budget include indirect costs? *

Yes

No

If yes, please enter the Indirect Rate

%

Attachments

You may upload additional documentation here.
(If this budget includes In-Kind funds you are required to upload supporting documentation.)

Description	Upload

When entering budget line items, fill out a row.

Description	Scope	Suffix #	TPN	Fuel Type	# of Units	Award Amount	State Match	Local Match	In-Kind Match	Total Funds	TDC Requested?	TDC Match Ratio	TDC Amount	Estimated RFP/IFB Issued	Estimated Contract Award	Estimated First Vehicle Delivered	Estimated Last Vehicle Delivered	Estimated Contract Complete	
				Operating - 30.09.01						\$162,098	\$	\$	\$162,098		0	9/1/2024		8/31/2026	
Subtotal:										\$162,098	\$0	\$0	\$0	\$162,098					0